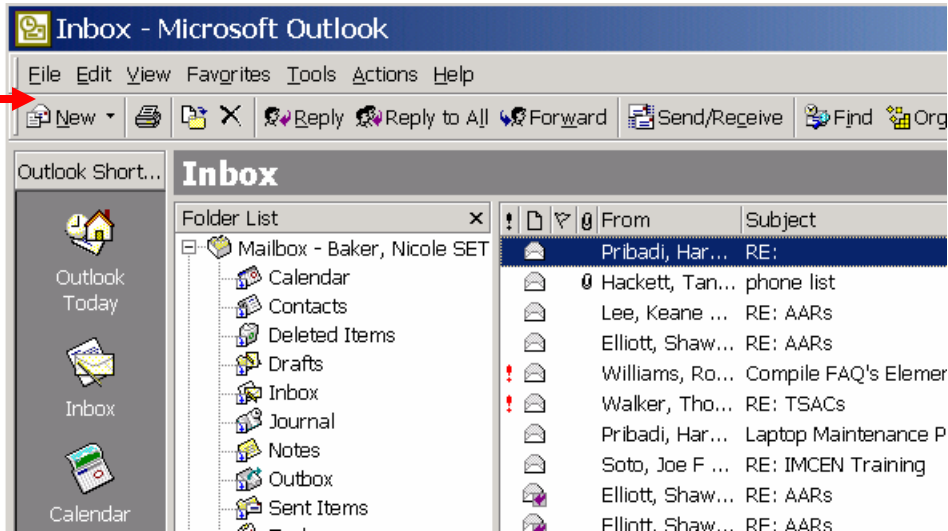
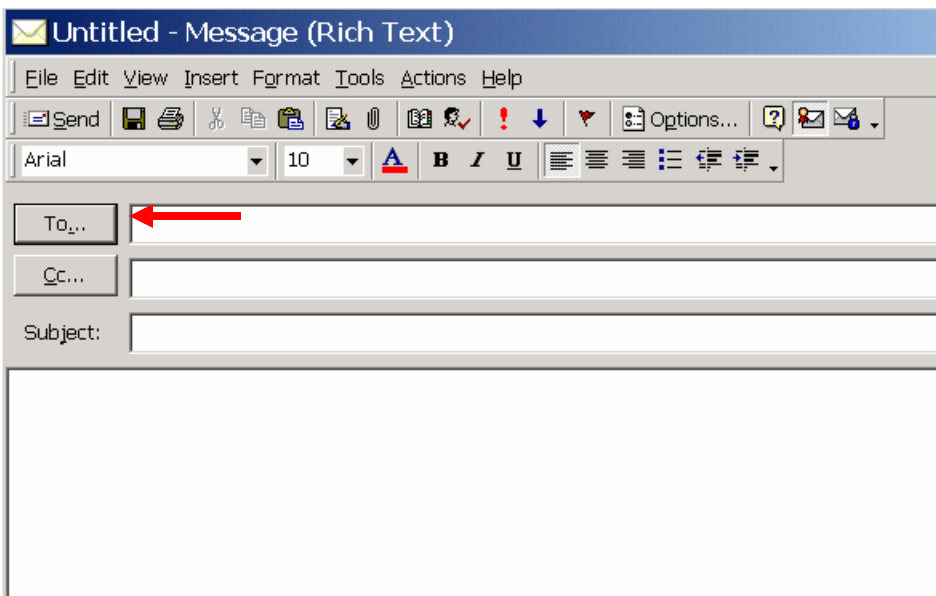


Sending Digitally Signed Email



Click the **New mail message** icon located on the upper left-hand corner of the menu bar.



To choose a recipient, click the **To...** button. This will open the **Global Address Book**.

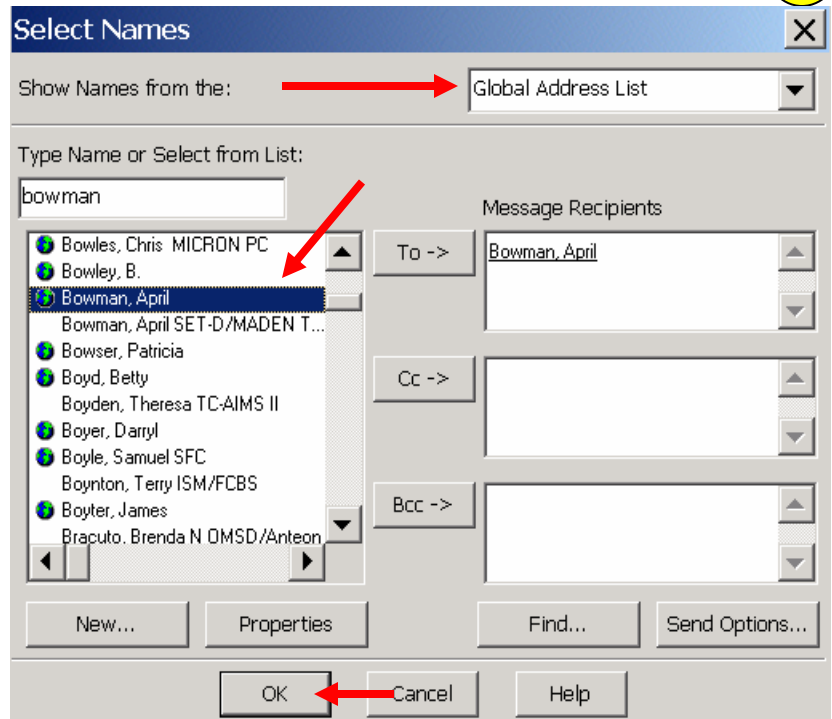
3

To send a **digitally signed** message you may choose the recipient(s) name from any address list.

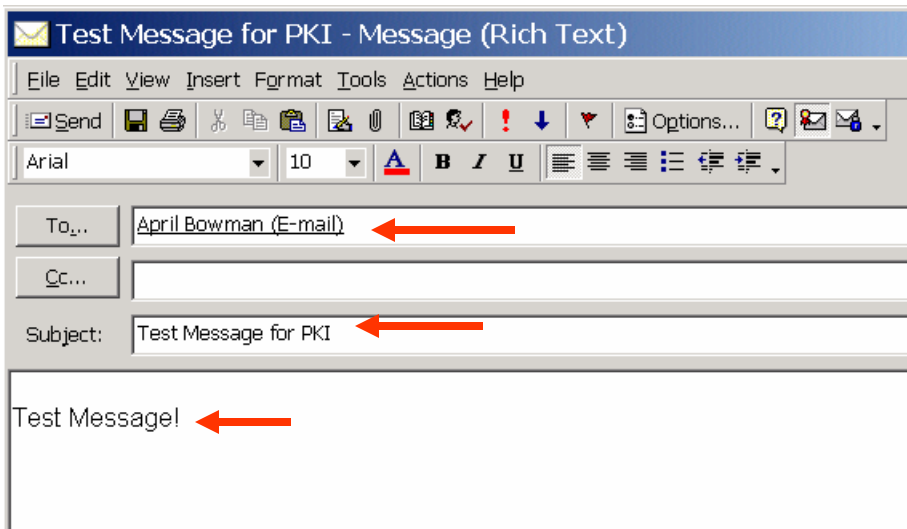
Choose an address list from the **Show Names from the:** pull down menu in the right hand corner of the **Select Names** window.

In our **example**, the **Global Address List** is chosen.

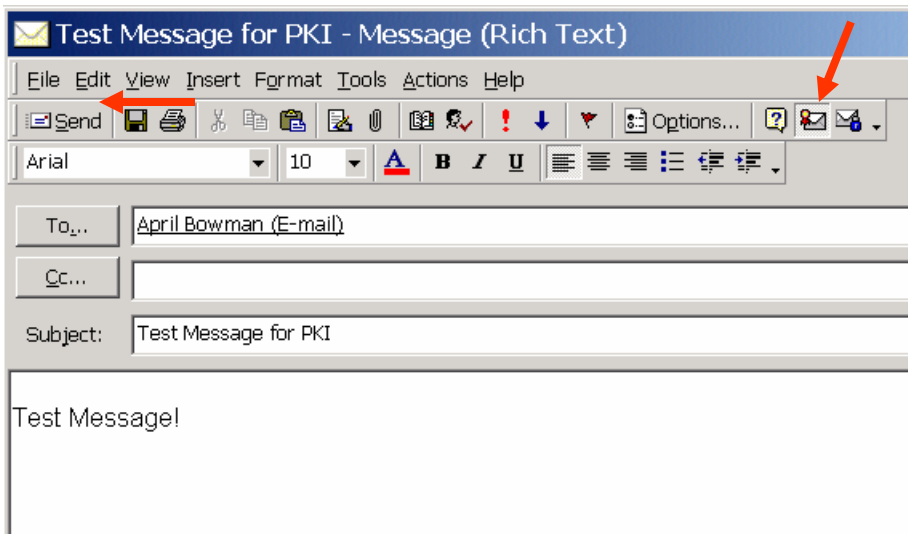
Double click on the recipient(s) name. In this **example**, April Bowman is the selected recipient. Click **OK** to close the address book.



4



The recipient(s) name appears in the **To...** field. Type a subject and the main body of the message.

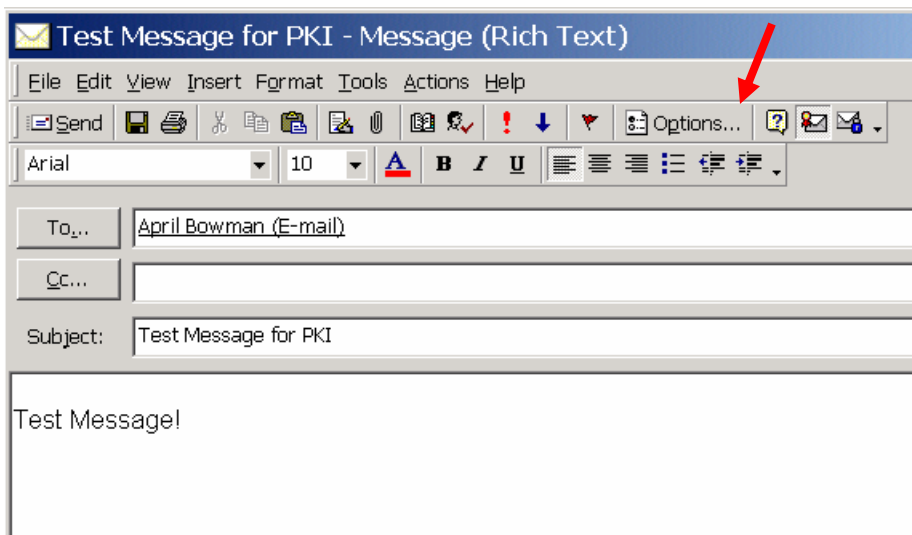


5

If you added the PKI icons to your Toolbar:

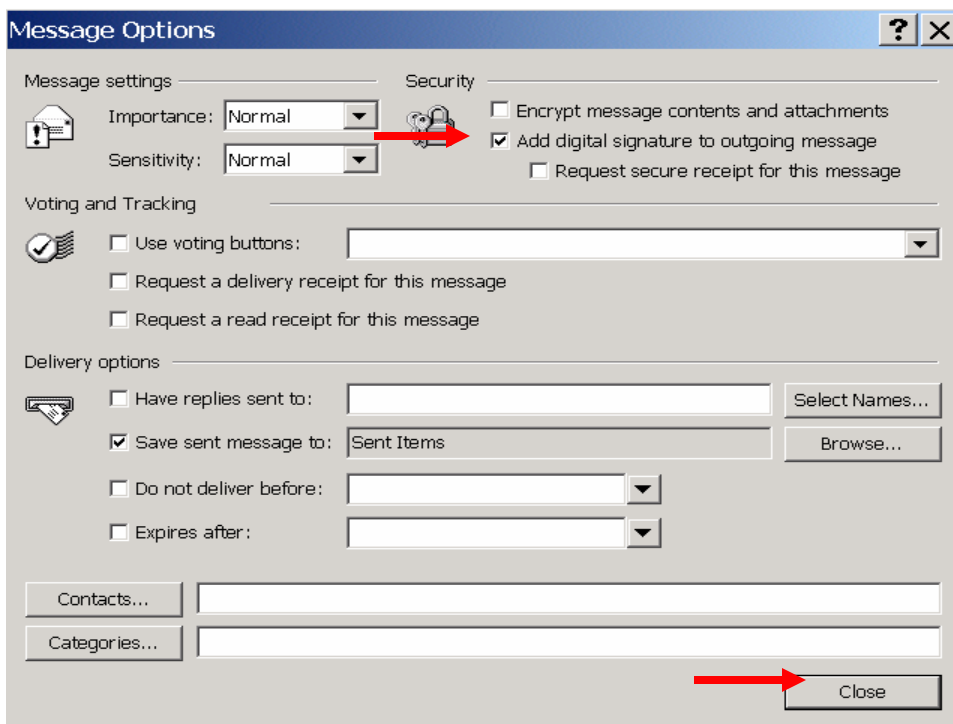
Click the ***envelope icon with the red seal*** to **Digitally Sign** the message.

Click on ***Send*** to send the message to the recipient.



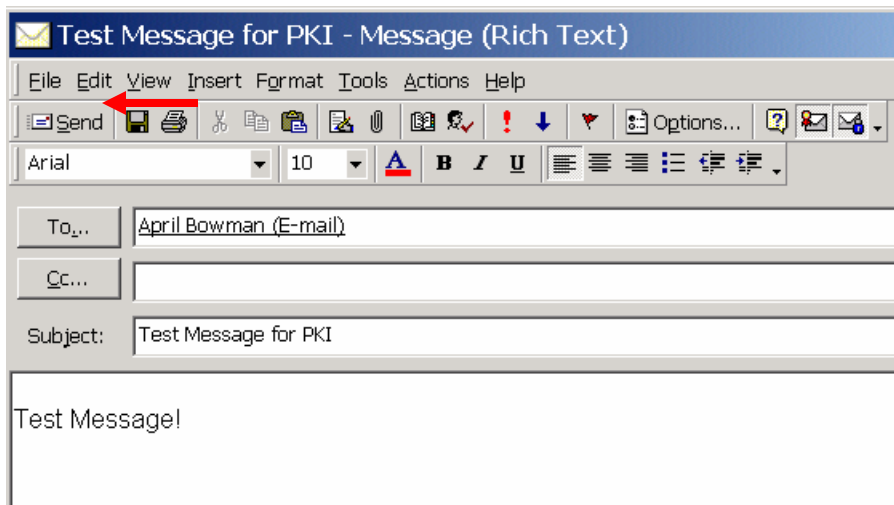
6

If the PKI icons are not located in toolbar, click on the ***Options*** Button located in the ***New Mail Message*** window.



7

To digitally sign the message, check the box next to **Add digital signature to outgoing message**. Press the **Close** button to close the Message Options window.



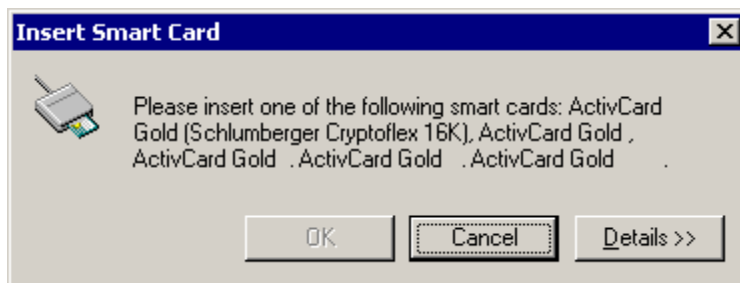
8

Click on **Send** to send the message to the recipient.

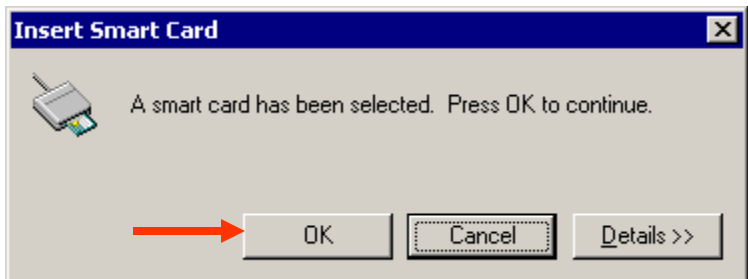
NOTE:

Your CAC card is good for a session. A session is defined as the first time you insert your CAC in the card reader and enter your PIN until the time you remove your CAC from the card reader.

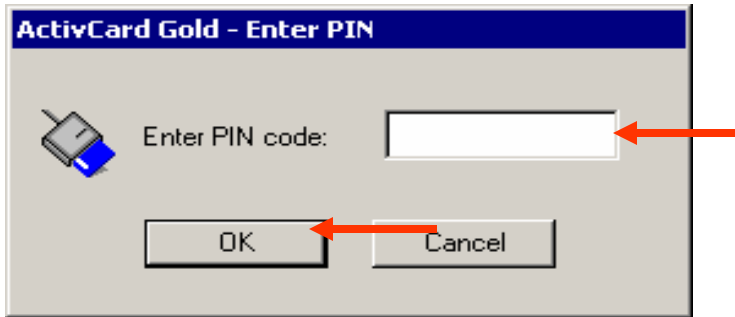
If you are in the same CAC session, you will not be prompted for your PIN to send a digitally signed message. However, if you have removed the CAC from the reader, the following display will appear indicating you need to reinsert your CAC in the reader.



Insert your CAC into the reader. Wait for the following screen.



Click OK to continue.



9

If you are in a new CAC session or you have just inserted your CAC in the card reader you will be prompted to enter your **PIN code**.

Enter your PIN code and click **OK**.

The email will then be sent to the recipient.

Army PKI Help Desk

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Web Site: <https://setdweb.setd.army.mil>

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